

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 23, 2002**

AGENDA ITEM NO.: 7

CONSENT:

REGULAR: **X**

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **Adoption of Amended City of Lynchburg Emergency Operations Plan**

RECOMMENDATION:

Adopt the recently-updated version of the Lynchburg Emergency Operations Plan to guide the provision of public safety and municipal services in the event of a disaster in the community.

SUMMARY: In February of 2002 the Emergency Communications Center finalized efforts in preparing an updated draft of the Lynchburg Emergency Operations Plan (EOP). The Plan consists of two component parts, a Basic Plan and its Functional Annexes. Copies of the draft EOP were then distributed for review and evaluation. This process secured the approval of the various municipal departments/agencies. The draft plan is available for review in the Office of the City Manager. Consistent with applicable Federal and State requirements associated with disaster preparedness, City Council approval of the draft Plan is now needed. Accordingly, the attached resolution is presented for Council consideration.

PRIOR ACTION(S): Discussion at March 26 work session. Council asked to see copies for review prior to approval.

BUDGET IMPACT: None

CONTACT(S):

Colonel Charles W. Bennett, Jr./847-1431
Barry K. Martin/847-1606

ATTACHMENT(S):

Resolution
City Council Report, September 12, 1995

REVIEWED BY:

RESOLUTION:

WHEREAS many types of natural and manmade disasters can pose safety risks to a community, and

WHEREAS the protection of the citizenry and private as well as public property constitute an essential mission of local government;

NOW, THEREFORE, BE IT RESOLVED That City Council adopts the recently-updated version of the Lynchburg Emergency Operations Plan to guide the provision of public safety and municipal services in the event of a disaster in the community.

Adopted:

Certified:

Clerk of Council

089L



Memo

To: The Honorable City Council
From: Barry K. Martin
CC: City Manager Kimball Payne
Date: April 19, 2002
Re: EOP Revisions

Attached please find a summary of update and revision proposals submitted by various agencies regarding the City Emergency Operations Plan (EOP).

I have address each of the submitted proposals for change in a grouping by agency (attached), with detail of each request and what actions were or were not taken regarding these proposed changes to the EOP.

Other changes to the EOP include the addition of color coded divider tabs and a new annex (Y) labeled " Terrorism" ;

Y-1 Sensitive Locations Requiring Special Attention during High Alert Status

Y-2 An alert level system to be used for assessing terrorist threats and the
local readiness state for the City of Lynchburg.

I trust this will provide a sufficient understanding of the revisions made to the EOP and why they were made.

Respectfully yours

Findings From Review of City's EOP Draft

January 7, 2002

Barry, I have reviewed the City's EOP draft. It was also reviewed by the Fire Chief and the Training Officer, who are both knowledgeable and skilled in emergency operations. Below is a listing of areas contained within the plan that are questionable, or may need revision.

- 1) The only mention of a "common" incident management system is that referenced in the annex devoted to the Fire Department. No where else is this ***most important ingredient*** for a successful mitigation of an emergency event referred to. There currently exists no organizational format for the EOC defining specific functions or formal/informal links between functions. In fact, within LPD's annex there is listed their own specific "incident management" organization that is unrelated (and separate from) other involved agencies/departments.
- 2) This "Plan" is to be reviewed annually. My question is "by who", "how", and at what time of the year? Maybe a process should be in place and a schedule listed.
- 3) At numerous places within the EOP, the implementation of mutual aid with surrounding jurisdictions (when circumstances warrant) is mentioned. This brings to mind the fact that we do not presently have in place formal written "mutual aid agreements" with any of the surrounding counties, at least as far as the Fire Department goes. So, what mutual aid agreements are they talking about?
- 4) Under responsibilities listed for individual departments/agencies, the Fire Department is listed as "assisting" in Search and Rescue operations. LLSC is listed as having primary responsibility for this function. In another section, ("Matrix of Responsibilities"), the Fire Department is given primary responsibility for SAR. Yet, in Functional Annex D, D-1, LPD is the listed agency having authority for "evaluating the request for Search and Rescue". Somewhat confusing! First, there needs to be a distinction between "missing persons", (which is a law enforcement responsibility), and SAR. While LPD would have authority to evaluate the need for a "search" for a missing person, and would be the lead agency in such an endeavor, LFD would most definitely be the lead agency for any SAR operations resulting from a distinct event such as a structural collapse, explosion, etc. LLSC, (on the other hand), should provide support however it can at the discretion of the Fire Chief or

- 5) his/her designee for these type (and other) emergency operations, but should not have primary duties.
- 6) "Rescue" should be listed as a function of Lynchburg Fire & EMS under numeral 3, on page 3.
- 7) "Search and Rescue" should be deleted beneath LLSC on page 5.
- 8) What is meant by "Direct and Control of emergency operations" as it refers to the EOC's function? This may need to be further explained, as it may mean different things to different readers.
- 9) In Attachment 2, "Matrix of Responsibilities", "Technical Rescue" needs to be listed in the left-hand column, and primary responsibility for that function listed with LFD.
- 10) Page 17 outlines the "Succession of Authority" for each department. The current listing for LFD is inaccurate. A new list will be prepared for this section.
- 11) Functional Annex A, A-9 refers to a "briefing room" remote from the EOC for the PIO in conducting media releases. No specific room is I.D.ed. Maybe it should be, in advance, and communicated to the media before using it becomes necessary.
- 12) D-9, LPD outlines their own specific IMS. (referred to earlier)
- 13) Functional Annex C, D-10, (in outlining LPD's emergency operations) states, "...shall designate assembly areas for agencies assisting casualties... that mean exactly?
- 14) While reference is made a number of times in regards to what services are to be provided to displaced citizens in emergency shelters, and what items they should be prepared to bring with them, no mention is made about FOOD. How will they be feed, and who will provide it?

- 15) O-6 lists a “Hazard Analysis”. It is reminiscent of the RHAVE calculations regarding calculating risk of specific events occurring. If this is the finished product, then a hazardous materials incident is no more likely to occur than a nuclear attack. The largest “risk” event to occur is a “Major flood”. (A “Major flood” in actuality will only impact a small section of the city) This category (according to the data) is twice as likely to occur than a “fire/explosion”. We don’t believe this is realistic.
- 16) In the section devoted to airport emergency procedures, it specifies that the incident commander will also be the “liaison” with other involved agencies. In reality, this is a function for a Liaison Officer, if it is needed at all.
- 17) In the same section mentioned above, it lists an excessive number of agency representatives that are to be considered as the “Command Post Staff” during an incident at the airport. It far exceeds the recommended number for a unified command event or recognized IMS practices.
- 18) Lastly, it would seem to be logical that the Fire Chief is integrated into the secession sequence beginning with the Emergency Coordinator downward.